



REPLY TO
ATTENTION OF

YOUR LETTER HEAD

DATE OF MEMO

MEMORANDUM FOR RECORD

SUBJECT: **"TYPE OF"** Waiver request for Pathfinder Attendance

1. The following individual is assigned to the **(YOUR UNIT)**. Your Justification to attend the course goes here. The SM is currently on **(EITHER RESERVE / WAIT STATUS OR IS A WALK ON GOES HERE)** for class ##-## beginning on **CLASS START DATE**

<u>Rank</u>	<u>Name</u>	<u>Last 4 SSN</u>	<u>Unit</u>
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***SEE FOOT NOTES**

2. Point of contact for this memorandum is the undersigned **@??-???**

YOUR BATTALION CDR
LTC, USA
BN CDR TITLE

***NOTE: This memo must be signed by an O-5 or higher. Anything other will constitute an automatic disapproval.**

***NOTE: If this memo is for a GT Score waiver request, include the SMs current GT Score with the Standard Name Line section.**

***NOTE: If this memo is for a Branch (Officers) or MOS (Enlisted) waiver request, include the SMs current Branch or MOS in the Standard Name Line section.**

***NOTE: If this memo is for a Medical Profile waiver request or Speech Impediment waiver request, it only has to be stated in the "SUBJECT" line.**

***NOTE: All supporting documents outlines in the waiver request process must accompany this memo for the type of waiver request being submitted**

